Secure Central Registry

Check out our New look & New Navigation Instructions



Introducing the new
State Continuing Education Clock Hours
(SCECH)

NEW State Continuing Education Clock Hours

- 03
- New Administrative Rules that govern educator certificates were adopted May 18, 2012 by the legislature. These new administrative rules have eliminated the term "State Board Continuing Education Units" (SB-CEUs).
- In place of SB-CEU credits, educators will earn "state continuing education hours" and "clock hours" for renewal purposes. The Office of Professional Preparation Services will be combining these two terms into one "State Continuing Education Clock Hours (SCECHs)".
- The Secure Central Registry will now show your credits in *Hours* for newly earned credit. Your SB-CEUs earned previously will be converted to hours.
- For conversion purposes, SB-CEUs x 10 equal the clock hours earned.

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Access to the Secure Central Registry

The Secure Central Registry (SCR) can be accessed at:

https://www.solutionwhere.com/mi_sbce u/welcome.asp

To enter your SCR account, or set up an account, select "Click here to access the SCR"

To see all current approved program offerings, select "Click here to access approved SCECH Program Offerings"

For more information about the SCR, Michigan Department of Education, Superintendent Flanagan helps you through the process in the Video Instructions.



Michigan Department of Education (MDE) Professional Development Information Website

Welcome to the MDE Professional Development Information Website. This site provides access to the Secure Central Registry, the SCECH/SB-CEU Programs and the Individual Professional Development Plan online tool. For more information or to access these systems, use the links below.

Upgrade Notice!

The system will be upgraded on October 1, 2012. <u>Click here</u> for a powerpoint presentation on how to use the system.

For more information on these systems, click on a link below.

Secure Central Registry (SCR)

State Board Continuing Education Unit (SCECH/SB-CEU) Program Catalog

Video Instructions on Creating and Reviewing Your SCR Account/Profile

<u>Click here to access the SCR</u>, create or review your account, access and complete an evaluation, and view awarded SCECH/SB-CEUs on an Unofficial Transcript.

Click here to access approved program offerings, No login is needed to view all currently approved SCECH/SB-CEU offerings. Utilize the links at the top of the screen to view Offerings by Category (including On-line offerings), Offerings by Month, Offerings by Sponsor, Catalog (printer friendly version), and all approved SCECH/SB-CEU sponsors/coordinators and contact information.

If you are experiencing difficulty navigating the Secure Central Registry please email the Website Administrator (scrhelpdesk@gmail.com) by clicking on Website Administrator or calling 517-327-5925.



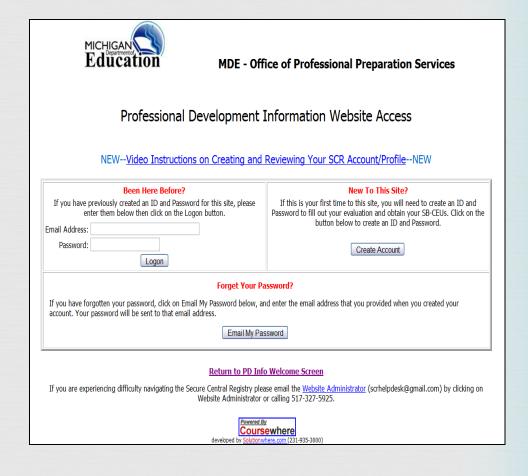
Logging In

Logging into your account:
Click on "Been Here Before?" or if you are setting up your first account select "New To This Site?"

Your log-in to your account is your email address and your password is what you recorded in the system when you set up your account.

If you "Forget Your Password?" we can send it to you.

After you have logged into your SCR account, you will see your Personal Information page. Please check to make sure all the information is current.



Personal Information

There are some **new fields** for you to fill in:

Alternate Email: You may list a secondary email for notifications to make sure you receive the evaluation notice.

Receive Email Notifications at: you can choose to receive email notifications at the Primary Email, Alternate Email, or Both

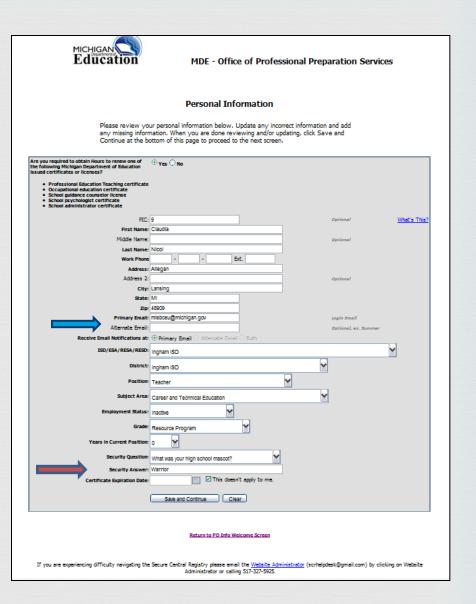
Security Question: Choose one of the security questions to help us keep your account information more secure.

Security Answer: Answer to the security question (not case sensitive)

Certification Expiration Date: this will allow the SCR to just list the credit available for your current renewal period – Issue date to Expiration date.

Save and Continue

to proceed into the SCR



If you need to change any of your Personal Information, Change your Password, or you have more than one SCR account and need to Merge them together, select My Account

misbceu@michigan.gov

Email Address:

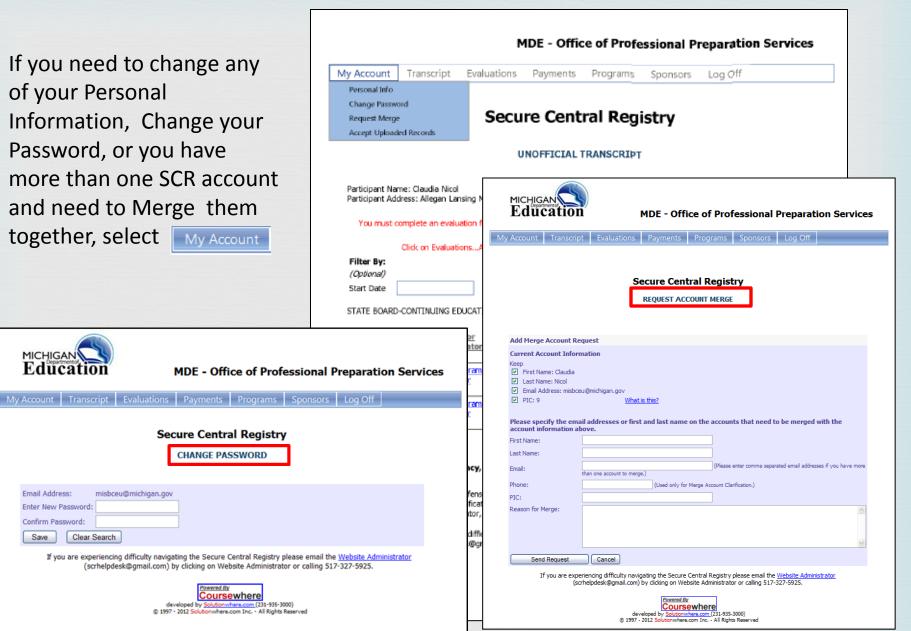
Enter New Password:

Clear Search

Confirm Password: Save

CHANGE PASSWORD

Powered By Coursewhere



Evaluations

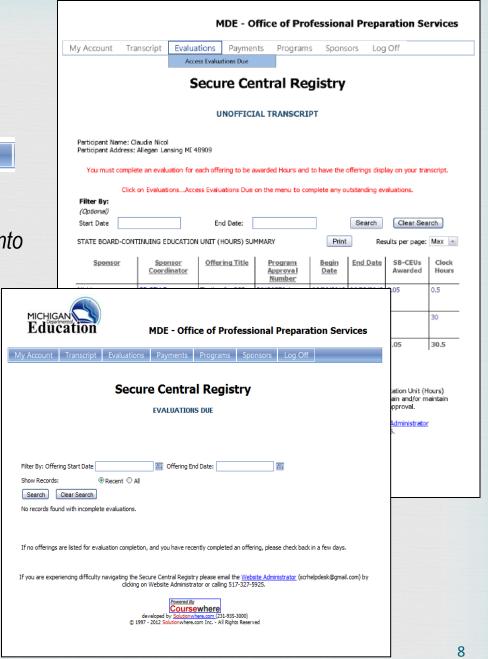
To check on any evaluations you may have that are not completed, select Evaluations from the top menu, and Access Evaluations Due. Evaluations must be completed within 30 days after the participants are uploaded into the system.

Search

To access any Evaluations Due, select

You can **Filter By:** specific dates, or Leaving the Filter By: blank, all incomplete evaluations will be listed.

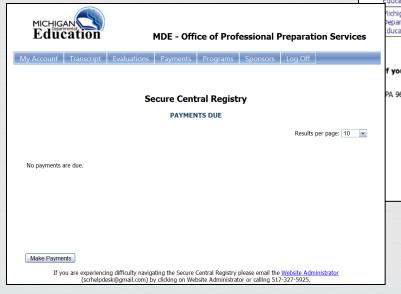
Show Records: "Recent" limits evaluations only to those not completed within the last 30 days. "All" shows all not completed.

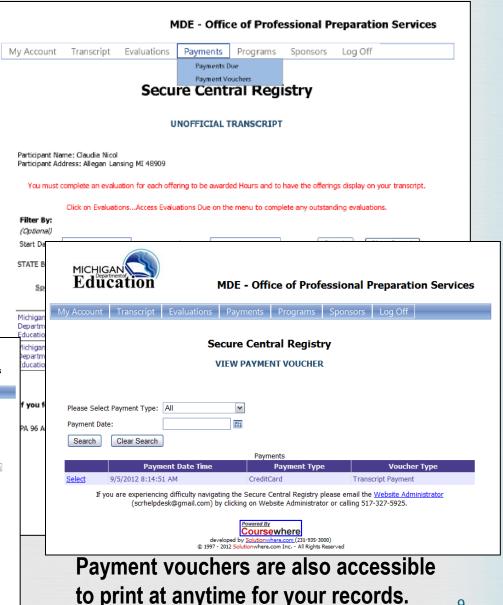


Payments

Individuals now have the option to complete several evaluations, then pay for them all together. Select Payments from the top menu, then Payments Due to see a list of items you still need to pay for.

► Credit will <u>not</u> be awarded for evaluations completed until payment is received.





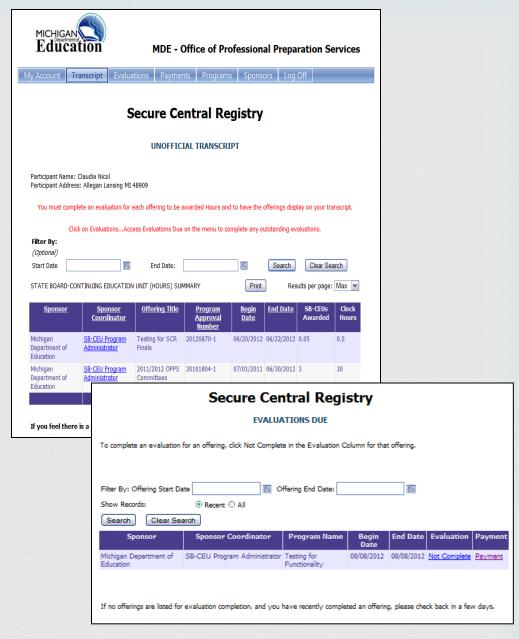
Unofficial Transcript

Your unofficial transcript will appear after your Personal Information page when you enter the SCR.

This page will show all the programs you have participated in that offered SB-CEUs and the new State Continuing Education Clock Hours (SCECHs)

If a program is not listed, please contact the Sponsor of the program, double checking the email address you used to register with them.

Check on any Evaluations pending by clicking on Evaluations in the top menu.



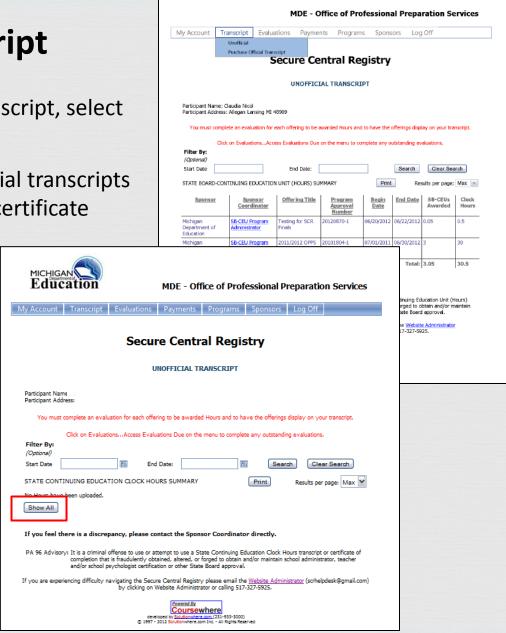
Unofficial Transcript

To view your unofficial transcript, select

Transcript

the top menu row. Unofficial transcripts may be used for educator certificate renewals.

If all of your records do not show on the unofficial transcript, click on the Show All button under the Filter By: section.



Official Transcript

To view your Official transcript, select

Transcript

the top menu row.

You may purchase an Official Transcript for a charge of \$20 through this menu item.

Official transcripts are **not** required for educator certification renewals.



Michigan Department of Education Office of Professional Preparation Services

STATE BOARD-CONTINUING EDUCATION UNIT (HOURS) TRANSCRIPT

Participant Name: Claudia Nicol

Participant Address: Allegan Lansing MI 48909

Sponsor	Sponsor Coordinator	Offering Title	Program Approval Number	Offering Begin Date	Offering End Date	Hours Awarded
Michigan Department of Education	Karen Hairston	Testing for SCR Finals	20120870-1	06/20/2012	06/22/2012	0.5
Michigan Department of Education	Karen Hairston	2011/2012 OPPS Committees	20101804-1	07/01/2011	06/30/2012	30
					Total:	30.5

Claudia Pical

MDE SB-CEU Program Administrator

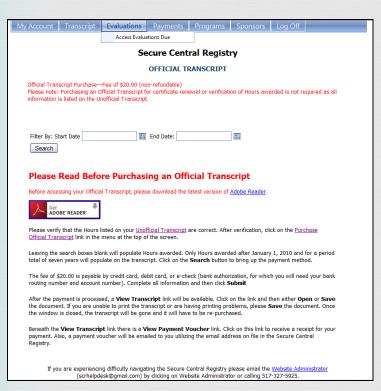
Date

PA 96 Advisory:

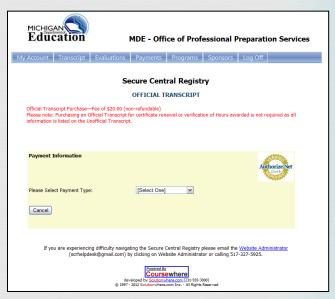
It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (Hours) transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

Steps to receive an Official Transcript

1) Use Filter By: if you wish to only list a specific date range on your transcript. If nothing is filled in, click on Search and all your credits will be listed on your Official Transcript.



2) Make \$20
Payment using
Credit Card or
e-Checking



3) View and print your Official Transcript. Your transcript will appear as a PDF that you can save and print from your computer. Your payment voucher is also available.



Approved Program List

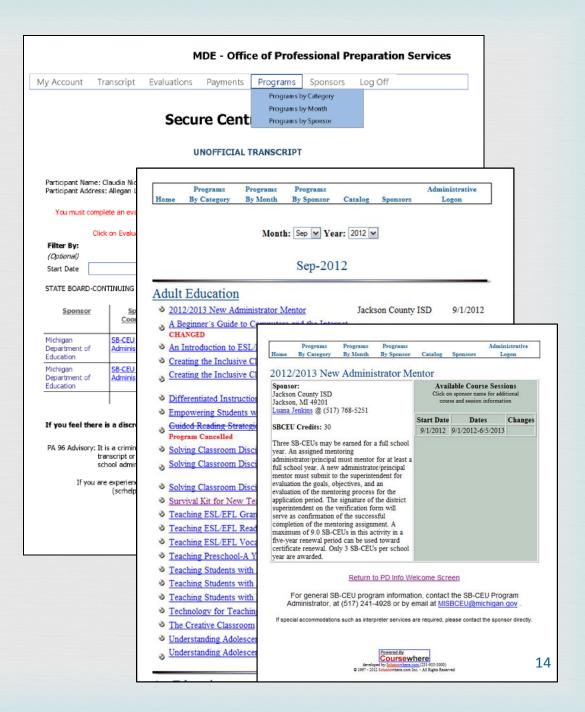
The SCR will still list all the

available programs that have been approved by the MDE. The list can be accessed through

Programs on the top menu bar.

Programs are sorted by Category, Month, or Sponsor. When a program of interested is located, click on the program title for more information. To register for the program, contact the Sponsor or the person specifically listed in the program description.

An alphabetized list of approved Sponsors can be accessed through Sponsors on the top menu bar.



To return to your Unofficial Transcript page from the Programs or Sponsors page, use the Back arrow on your browser.

Please remember to Log Off using on the menu bar.

If you encounter problems with the SCR, please contact the help desk at (517) 327-5925 or scrhelpdesk@gmail.com

If you have any questions concerning your State Continuing Education Clock Hours (SCECH), please contact the Program Sponsor first, then the MDE SCECH/SCR Administrator at (517) 241-4928 or MISBCEU@Michigan.gov



MDE - Office of Professional Preparation Services

Evaluations Payments Programs Sponsors Log Off	Transcript Evaluations Payments	y Account
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Secure Central Registry

UNOFFICIAL TRANSCRIPT

Participant Name: Claudia Nicol Participant Address: Allegan Lansing MI 48909

You must complete an evaluation for each offering to be awarded Hours and to have the offerings display on your transcript.

Click on Evaluations...Access Evaluations Due on the menu to complete any outstanding evaluations.

Filter By: (Optional)								
Start Date			End Date:			Search	Clear Search	
TATE BOARD	-CONTINUING EDUCAT	ION UNIT (H	OURS) SUMMA	RY	Print	Result	ts per page: Max	~

<u>Sponsor</u>	<u>Sponsor</u> <u>Coordinator</u>	Offering Title	<u>Program</u> <u>Approval</u> <u>Number</u>	<u>Begin</u> <u>Date</u>	End Date	SB-CEUs Awarded	Clock Hours
Michigan Department of Education	SB-CEU Program Administrator	Testing for SCR Finals	20120870-1	06/20/2012	06/22/2012	0.05	0.5
Michigan Department of Education	SB-CEU Program Administrator	2011/2012 OPPS Committees	20101804-1	07/01/2011	06/30/2012	3	30
					Total:	3.05	30.5

If you feel there is a discrepancy, please contact the Sponsor Coordinator directly.

PA 96 Advisory: It is a criminal offense to use or attempt to use a State Board of Education Continuing Education Unit (Hours) transcript or certificate of completion that is fraudulently obtained, altered, or forged to obtain and/or maintain school administrator, teacher and/or school psychologist certification or other State Board approval.

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